



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 13 - 023

OPEN TO: All Bangladeshi Qualified Candidates

POSITION: Senior Mission Civil Engineer, FSN-12
(Salary approx. Tk. 168,200 per month)

**Depending on qualifications and experience,
Incumbent may be hired at a trainee grade (one or
more grades lower than the position grade.)**

OPENING DATE: April 21, 2013

CLOSING DATE: May 09, 2013

WORK HOURS: Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Senior Mission Civil Engineer** in the Office of Food, Disaster & Humanitarian Assistance (FDHA).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no



qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.

BASIC FUNCTION:

The Senior Mission Civil Engineer is the Mission's expert on civil engineering matters and developmental impact of civil engineering components contained in each and every USAID/Bangladesh activities and programs, whether financed through appropriated U.S. dollar or local currency funds. The Senior Mission Civil Engineer advises Mission staff on environmental implications of civil engineering projects associated with USAID activities, even if not directly funded by USAID. The Senior Mission Civil Engineer is responsible of updating the Emergency Action Plan (EAP) on infrastructure matters. He directly supports the Mission Disaster Relief Officer.

The Senior Mission Civil Engineer is the primary FSN engineer dealing with the implementation of USAID Bangladesh's approximately \$ 50 million school/cyclone shelter facilities construction program within the Cyclone Sidr reconstruction portfolio, as well as rural infrastructure development implemented by LGED under the EG office. S/he plays a key role in developing strategy, designing, implementing and managing infrastructure programs.

S/he is responsible for providing technical advice, guidance, and monitoring oversight of all infrastructure activities funded by USAID/Bangladesh. This includes appropriated U.S. dollar for infrastructure activities, including infrastructure under development food aid assistance programs.

As the Senior Mission Civil Engineer and member of the Mission's Disaster Relief and Technical Committees as designated in the Emergency Action Plan (EAP) of Annex J, the incumbent is responsible for providing technical advice to the Mission Disaster Relief Officer (MDRO) in emergency disaster situations and carries out disaster damage needs assessments. The work for this function is predominantly in the areas of engineering related tasks, cyclone and flood watch, seismic hazard mitigation, and reporting to international donors through the Disaster and Emergency Response local consultative group and to the USAID Office of Foreign Disaster Assistance (OFDA). S/he is responsible for the information gathering from various sources and drafting of situation reports.

He/She will provide leadership, advice and support towards the attainment of USAID/Bangladesh's objective of rural agricultural infrastructure and multi-purpose cyclone shelters. He/She serves as senior civil engineer for related engineering and construction activities. The anticipated portfolio of



USAID/Bangladesh's infrastructure program to be managed by the incumbent is estimated at over \$50 million over the next three years.

The Senior Mission Civil Engineer develops and maintains professional contacts with high level government officials, senior level representatives in public and private sectors, donors organizations, trade and business leaders, universities, consultants, NGOs within Bangladesh and regionally.

The incumbent is a highly visible, principal Mission contact with the GOB and other international donor organizations providing technical assistance to GOB for MPCS and rural infrastructure. On a continuing basis, the incumbent critically reviews USG and other donor assistance activities to ensure maximum coordination and leveraging for USG policy initiatives. The incumbent coordinates infrastructure plans and program implementation with GOB counterpart agencies, contractors and bilateral donor agencies working in the sector. He/She participates in project planning and implementation meetings and other technical meetings as required. He/She participates in negotiations with GOB agencies regarding Program Agreements and Memoranda of Understanding.

The Senior Mission Civil Engineer reports directly to the Director of the Office of Food for Peace, Disaster and Humanitarian Assistance at USAID/Bangladesh.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Mission Engineer

S/he provides independent and direct engineering support including the review of activity documentation for new and ongoing activities and program elements. Monitors all of these activities during implementation, making recommendations to the COR/AOR, team leader, office director and senior USAID/Bangladesh management. Tasks include: working with relevant activity managers with an infrastructure portfolio, USAID partners, Development food aid assistance partners, partner NGOs, contractors, and GOB ministries and institutions to establish civil engineering standards for design, review proposed timelines, assess reasonableness of proposed budgets and perform higher-level implementation oversight. The level of involvement will depend on the source of funding and defined role of USAID. The functions to be performed are for a variety of civil engineering actions such as road construction, bridges, hydraulic structures, disaster/cyclone shelters, warehouses, water and sanitation facilities, flood proofing structures, housing structures, and markets; reviews designs, work schedules, cost estimates, tender documents, contract awards, environmental assessment and mitigation



plans; and monitors the progress, quality, compliance with civil engineering standards, and environmental requirements as outlined by USAID environmental compliance rules and regulations as outlined under CFR 216.

He/she assists the Mission Disaster Relief Officer (MDRO) in providing technical advice, carrying out disaster damage and needs assessments, and conducting disaster situation analysis. These responsibilities entail working with the MDRO and A/MDRO in coordinating the U.S. Mission's responses to natural or manmade disasters and keeping the Mission up-to-date on the GOB and other donors' position on a particular disaster situation. The incumbent is a full member of a team providing expertise on all related civil engineering work to withstand cyclones and floods, and earthquake hazards. He/She advises the MDRO on appropriate response measures including recommendation for disaster declaration, based on damage and needs assessments. He/She advises on appropriate levels of OFDA resource request, and monitors disaster response activities particularly related to infrastructure.

2. Program Management Specialist

Serves as COR/AOR for the Mission's multi-million Civil Engineering activities. Prepares project implementation documents in conformance with USAID regulations, guidance, and current policies. Coordinates information-sharing and policy discussions with senior Government Officials, NGOs, the press reporting on rural electrification issues, the private sector, business chambers and implementing partners on energy sector activities.

Formulates Mission strategies, including goals, sub-goals, objectives and activities required to accomplish results for achieving the objective of improved performance of key institutions in the rural electrification sector. Coordinates independently with the GOB, energy sector entities, donors, NGOs, and the private sector to understand how their civil engineering projects and policies affect USAID programming decisions and better mobilize donor support for civil engineering development. Participates in meetings with donors at the Local Consultative Group meetings (LCG) on disaster risk reduction. He/She participates in the preparation of concept papers, studies, SOWs, preparation of program/project activity design documents related to civil engineering. Coordinates with senior officials in critically reviewing and analyzing GOB and other donors' rural construction programs early in their development in order to ensure that there is no conflict or duplication between planned USAID assistance and other donors. Participates and provides useful inputs into various evaluations and reviews of the civil engineering program.

3- Program Implementation



Based on analysis, the incumbent provides direct technical and program support to Mission's appropriate technical staff to define and achieve USAID technical assistance program objectives disaster preparedness and rural infrastructure. The incumbent will be responsible for drafting or revising components of the USAID/Bangladesh CDCS Results Framework for Intermediate Result on disaster preparedness. The incumbent will draft or oversee the drafting of task orders or scopes of work to implement technical assistance programs in the areas of his/her assignment.

Submits status and other reports and memoranda to the Mission management, regarding progress and performance, problems and corrective actions, and general oversight (trip and site visit reports, and memoranda of conversations). Reports shall be sufficient in scope so as to be useful to USAID in fully monitoring the progress towards the attainment of the intermediate result. Where deficiencies are noted, he should recommend corrective actions.

Keeps abreast, and informs the Mission, of current cyclone shelter and rural agricultural infrastructure developments including recent technological developments, host country needs and capabilities, and national concerns, issues trends and changes in the GOB policies and regulations.

Evaluates the impact of USAID-funded activities on the achievement of the U.S.G.'s infrastructure development objectives, and advises on adjustments in existing strategies.

4- Project Management

For the projects assigned to his/her management, the incumbent provides policy, technical and operational guidance to contractors and cooperative agreement and grant recipients; reviews, critiques and approves annual work plans; monitors accomplishments against work plan and performance measurement indicator targets; reviews financial documentation for compliance with program performance and delivery of products and services; and maintains accurate records of accrued expenditures for program management purposes.

The incumbent manages the timely preparation of detailed engineering designs, plans and cost estimates for assigned programs and activities, and ensures that they comply with appropriate national and international construction standards, and reflect agency best practices.

- Reviews, evaluates, and makes professional recommendations concerning civil engineering feasibility of plans developed.



- Analyzes and evaluates designs, drawings, specifications, schedules and lists of equipment requirements and informs/recommends USAID's position on assistance commitments for activities.
- Ensures, with the assistance of the appropriate Mission personnel, that environmental and sustainability issues are considered in the program design in keeping with agency practices.
- Serves as COR/AOR for major contracts/agreements in the sectors he/she oversees. As COR/AOR, the incumbent is responsible for providing technical directions or guidance to the contractors following the terms of the contract. Specifically:
 - Monitors adequacy and acceptability of delivered goods and services under approved activities including construction, equipment installation and training activities through field inspections, reviewing contractor reports, and meetings with project personnel and contractor representatives.
 - Provides technical assistance to the Contracting/ Agreement Officer in responding to the proposed changes in the construction scope of work and in the design. Provides appropriate technical assistance to the Acquisition/ Assistance Office in issuance and negotiations of change orders in accordance with FAR and AIDAR procedures.
 - Performs administrative responsibilities, including but not limited to activities such as: drafting project implementation letters, preparing action memoranda and reports, estimating expenditures, accruals, reviewing payment vouchers, responding to audits, assessing claims, and performing other related activities.

Other Responsibilities:

The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.



Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its Sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

SELECTION CRITERIA:

- 1. Education:** Master's or equivalent degree from a recognized university in civil engineering, or a closely related technical field, and knowledge of environmental engineering. *(You must attach a copy of your certificate along with your application form.)* **15 points**
- 2. Prior Work Experience:** Five to seven years of progressively responsible experience as a professional civil engineer. In addition, the incumbent is required to have two to three years of management experience in civil engineering projects. **35 points**
- 3. Knowledge:**
 - 1) Must have expert knowledge of infrastructure rules and regulations in Bangladesh, building and construction practices and codes as well as a comprehensive knowledge of local and international building construction codes/norms and relevant environmental requirements standards.
 - 2) Thorough knowledge of host government and foreign government policies, laws, regulations, and operational procedures related to civil engineering and infrastructure; project documentation, design, and implementation procedures; and host government engineering, infrastructure policies and procedures.
 - 3) Must have extensive knowledge of engineering principles, seismic hazards, cyclone and tidal surges, river and water basins and flooding, rainfall, seasonal weather and atmospheric variations, etc.
 - 4) Knowledge of gender in development principles and demonstrated experience in their application.
 - 5) Full membership of a major professional body; namely civil engineering. If private, proof of license by certified. **25 points**
- 4. Skills and Abilities:** Demonstrated professional breadth, managerial capacity, and programmatic insight beyond the technical engineering aspects of infrastructure undertaking and in-depth understanding of the



Government of Bangladesh (GOB) program design, approval, procurement, and implementation procedures; demonstrated ability to oversee and coordinate a diverse and managerially complex project. Ability to serve as a proactive, multi-activity liaison to optimize synergies and coordination among programs.

25 points

ADDITIONAL SELECTION CRITERIA:

Language Proficiency: Level IV (Fluent) English proficiency is required. Fluent in native language “Bangla” proficiency is required.

The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.

NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period.

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.

TO APPLY:

Interested Bangladeshi qualified in-house candidates are requested to submit the completed and signed Official Form OF-612 or DS-174 along with a cover letter and resume. A copy of the blank form is also attached hereto for your convenience.

[Application Form OF-612](#)

[Application Form DS-174](#)



All Bangladeshi applicants must complete and sign the application form (OF-612 or DS-174) and attach the following documents. If you do not attach the below mentioned documents, your application will not be considered complete and will not be processed further.

I) A passport size photograph (taken within six months),

II) A copy of educational or trade school certificate.

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- By Hand with No Sealed Envelope at the South Barrier of the U.S. Embassy

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

NOTE: *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disability, or membership in an employee organization. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

